

THE VILLAGE OF RUIDOSO HAS AN OPENING FOR FULL TIME Wastewater Treatment Plant Instrument and Electrical Technician

Classification Summary

Under direction of the Regional Wastewater Treatment Plant Manager, performs skilled electronic and electrical work involving the installation, programming, calibration, testing, maintenance, troubleshooting and repair of elementary and sophisticated instrumentation, power and control systems in the wastewater treatment facility, sewer or water systems for the Village of Ruidoso. This position is FLSA non-exempt.

Job Title Summary

The Wastewater Treatment Plant Instrument and Electrical Technician programs, tests, maintains, repairs and installs electronic, electrical and mechanical industrial control systems. This position plans and implements preventive maintenance schedules for assigned equipment. This position involves working extended hours, holidays and weekends to meet work requirements.

Essential Job Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Install, program, maintain, test, troubleshoot and repair instruments and electrical equipment associated with programmable logic controllers, transmitters, telemetry, control circuits, radios, samplers, gas detection systems, level and temperature devices, pH analyzers, density probes and analyzers, variable frequency motor drives, electrical distribution systems, automatic transfer switches and on site power generation systems
- Plan, prioritize and implement preventive maintenance schedules for assigned equipment.
- Troubleshoot, repair and calibrate complex control loops containing many elements such as motor starters, pressure to current converters, pulse to current converters, voltage to current converters, level and/or flow devices, networks and work stations
- Solve interface problems between elements and the computer control system
- Order parts for instrument repair
- Modify, replace or rebuild old equipment to facilitate maintenance and/or upgrade instrument systems
- Utilize electrical maintenance and repair equipment
- Calculate current loads, fuse sizes and other electrical requirements to insure proper operation of equipment and wastewater treatment plant
- Troubleshoot and repair electrical equipment associated with water pumping wells and booster pump stations, including generators, engine control cabinets and switches
- Terminate and splice high voltages at site for motors and transformers
- Work on electronics for SCADA system
- Perform and oversee scheduled checks on equipment and processes.
- Prepare operations reports on all electronics; enters data from reports on operation spreadsheet and maintain all maintenance logs for equipment

Other Responsibilities or Job Requirements

- Responsible and accountable for the timely completion of assigned tasks, the quality and accuracy of work performed
- Maintain a daily log on all work activities, maintenance and repairs.
- Prioritizes work and prepare maintenance schedule
- Ensure that employees keep timesheets based on actual hours worked and that employees time sheets are submitted accurately and timely on a bi-weekly basis
- Ensure adherence to safe work practices and procedures
- Work with outside contractors on construction at wastewater treatment plant, sewer pump stations and flow metering stations, water distribution pressure reduction valves and water treatment plants when it comes to electric and instruments
- Coordinate power shutoffs with power companies and other electrical contractors to ensure no loss of power to critical system components
- Assist with cleaning and maintaining wastewater treatment plant and laboratory
- May handle department purchasing projects or procedures
- May schedule, train, and coordinate inspections of outside contractors work in regards to electrical and instrumental work
- Responsible for maintenance of assigned vehicle
- On-call responsibilities for after hour's problems
- Ensure that any on-the job injury is reported immediately and followed up with appropriate forms and actions
- Ensure any reports of harassment are immediately reported
- Ensure compliance with all Village of Ruidoso policies and procedures including but not limited to Procurement, IT, Personnel Manual, Safety Manual, etc.
- Report any suspected fraud and/or abuse to the WWTP Manager or Village Manager
- The above statements are not a complete list of all responsibilities and duties performed by employees in this job. As a condition of employment, employees are required to perform other related duties and special projects as assigned.

Qualifications

- High School Education or equivalent required
- Two years technical school training in electrical trades or a related field and five years of journey level experience working with both high and low voltage industrial system installation, maintenance and repair required.
- Possession of a Journeyman Electrical EE-98J License required
- Prefer electrical experience in water and wastewater treatment facilities
- New Mexico Wastewater Level IV certification and/or NM Water Level IV preferred.
- Possess demonstrated ability of personal computer operations within a Windows Microsoft environment, including Word, Excel, and Outlook
- Excellent communication and organizational skills
- Knowledge of instrumentation theory and process control application
- Knowledge of safety procedures applicable to working on live circuits and high pressure air lines
- Knowledge of safety procedures applicable for doing work in water, sewer and wastewater treatment facilities
- Knowledge of telemetry theory and it's practical applications

- Knowledge of pertinent federal, state, and local laws, codes and regulations including electrical codes adopted by the state of New Mexico and enforced by the Village
- Knowledge of field maintenance methods and techniques for a wide range of high voltage equipment
- Knowledge of electronic circuit boards, electrical systems, cables, circuitry, generators and related materials
- Knowledge of operational characteristics of electrical maintenance, repair and installation equipment and tools
- Knowledge of network linked computer systems and computer based real time control systems
- Knowledge of the use of generators as back-up power systems
- Skill in the use and practical application of electronic and electrical testing devices, such as: oscilloscopes, DVM, digital counters, signal generators, logic analyzers, and voltage/current calibrators
- Skill in installing and repairing computers and computer related equipment such as controls, workstations, networks, personal computers, etc.
- Skill in operation of hand and power tools
- Ability to work independently and perform difficult electrical maintenance and repair work
- Ability to evaluate electrical systems
- Ability to operate a variety of electrical maintenance and repair equipment in a safe and effective manner
- Ability to climb ladders, stairs, and work in lifting devices, and sufficient mobility to perform duties in small spaces by crouching, stooping, or kneeling, and physical ability to perform tasks requiring physical strength and finger dexterity.
- Ability to analyze instrumentation and electrical problems and devise and carry out effective plans for repairing problems
- Ability to make sound judgment calls and decisions during malfunctions or other emergencies
- Ability to maintain accurate records
- Ability to maintain constant alertness and concentration
- Ability to communicate in person and in writing
- Ability to balance a variety of duties, prioritize, and meet deadlines
- Skill in establishing and maintaining effective working relationships with citizens, contractors, outside agencies, businesses, and employees
- Skill in performing basic mathematical calculations
- Must be able to pass criminal history checks
- Must be willing to take and pass a drug/alcohol test and comply with agency "Drug Free" Policy.
- Must possess and maintain valid New Mexico motor vehicle operator's permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability as required by law. MVR background checks will be conducted by the Village.

Physical Demands

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time, driving or riding in vehicles and perform other duties as assigned.
- Frequently required to stand, walk, use hands to finger to handle or operate objects, controls, computers or circuit equipment.
- Occasionally required to reach with hands and arms, climb or balance, stoop, kneel, squat, crouch, crawl and work in confined spaces
- Occasional pushing, pulling, lifting and/or moving up to 50 pounds.

Work Environment

- Position functions primarily in a plant environment. Outdoor work involves exposure to all weather conditions; exposure to chemicals, fumes, odors, grease, gases, raw wastewater, sludge and mechanical/electrical equipment hazards. Wearing of protective clothing includes a safety harness, SCBA, face shields, eye protector, hard hat, safety shoes, hearing protection and gloves.
- Work involves exposure to electrical and radiant energy including high voltage up to 480 volts
- Work or inspect in confined spaces. Work on slippery or uneven surfaces
- Work at heights on scaffolding and ladders
- Work in or with water, sludge, polymers and hazardous chemicals
- Work with machinery
- Work in inclement weather conditions and/or situations.
- Drive, occasionally long distances.
- May work a fairly irregular schedule, long hours, weekends, holidays and maybe on call when need. Must also be able to perform duties and adapt to flexible work schedules as established by management.
- Noise level could be moderate to loud in work environment.

Travel Requirements

- Limited travel - ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air as needed to attend training, conferences, and related activities.
- Overnight travel as required.

SALARY IS \$20.48 HOURLY. AN OFFICIAL VILLAGE OF RUIDOSO APPLICATION MUST BE SUBMITTED TO THE HUMAN RESOURCE DEPARTMENT OF THE VILLAGE OF RUIDOSO, 313 CREE MEADOWS DR., RUIDOSO, NM 88345. RESUMES WILL BE ACCEPTED BUT ONLY WITH AN APPLICATION. APPLICATIONS WILL BE ACCEPTED UNTIL 4:00 P.M. ON FRIDAY, SEPTEMBER 2, 2011. ALL PERSONS OFFERED ANY JOB WITH THE VILLAGE OF RUIDOSO SHALL BE DRUG/ALCOHOL SCREENED. REFUSAL TO SUBMIT TO A DRUG/ALCOHOL SCREEN WILL BE DEEMED AS A WITHDRAWAL OF APPLICATION BY THE APPLICANT.

FOR DEPARTMENTS USE ONLY:
DEPARTMENTS PLEASE FILL OUT THIS SECTION!

DATE & TIME POSTED: 08/16/11 8:30 a.m. _____ (Initial) DATE & TIME REMOVED: 09/02/11 4:00 pm _____ (Initial)